

NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: March 10, 1997

REVISED:

336. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.
2. Authority	The Board has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.
3. Guidelines	The total number of days used for personal leave in any school year shall be two (2). Additional personal days may be granted upon request and approval of the Superintendent.
Pol. 436	Bereavement leave may be granted as per Board Policy 436.
School Code 1154	